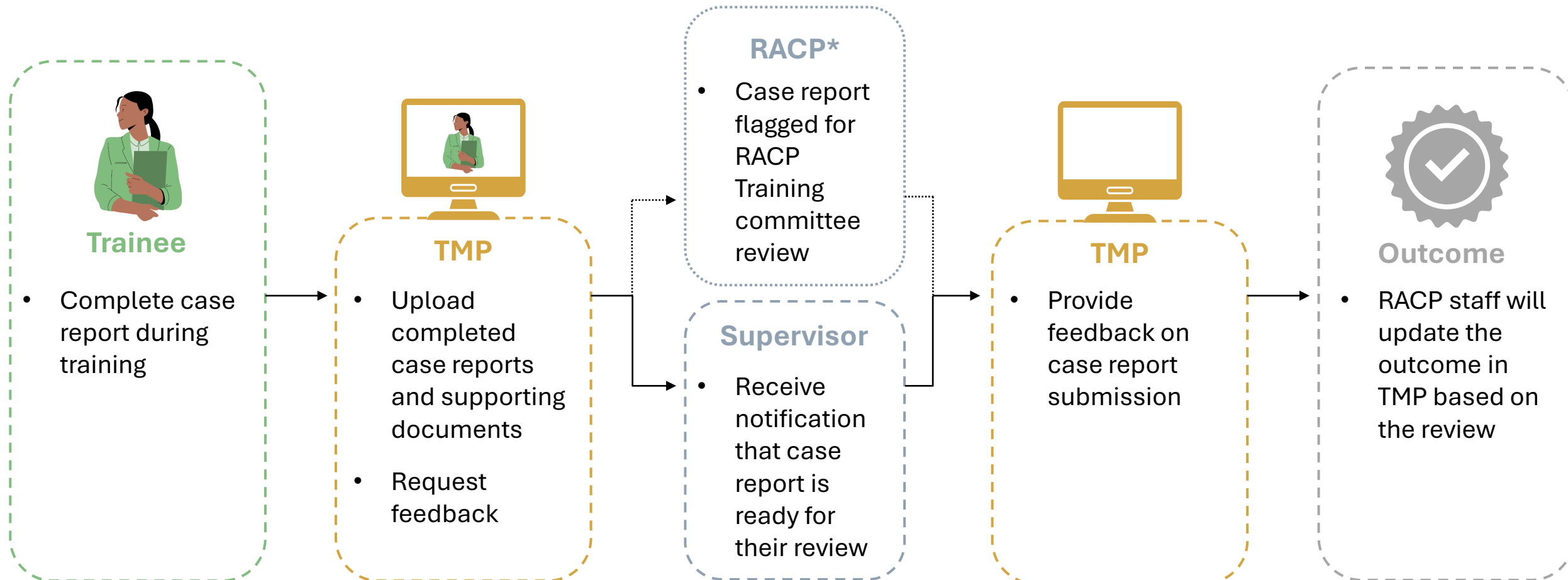# Case reports

Definition: Case reports are a learning tool used to reflect on and analyse complex or challenging cases, helping trainees develop clinical reasoning, professional judgment and communication skills.


Trainee

- Complete case report during training

TMP

- Upload completed case reports and supporting documents

- Request feedback

RACP*

- Case report flagged for RACP Training committee review

Supervisor

- Receive notification that case report is ready for their review

TMP

- Provide feedback on case report submission

Outcome

- RACP staff will update the outcome in TMP based on the review

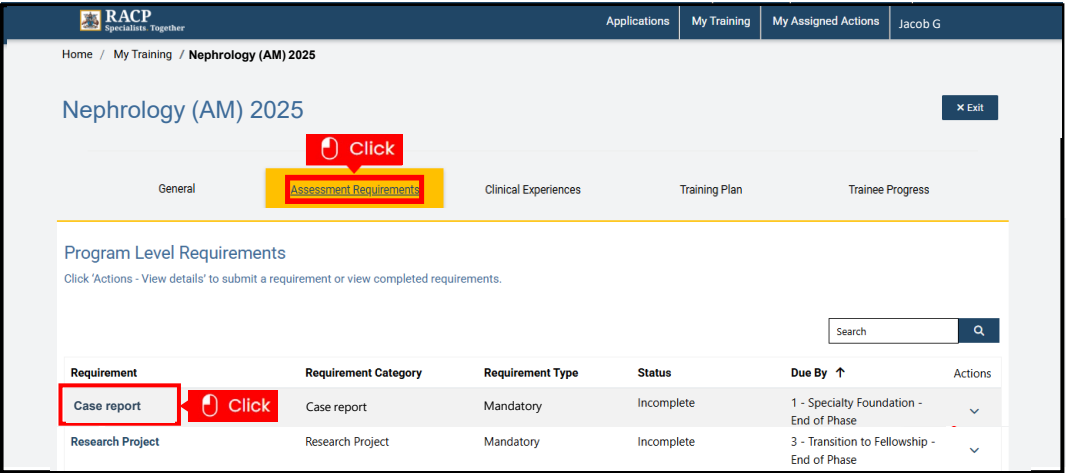*Clinical genetics and nuclear medicine only*

Trainee guide

Submit a case report

Navigate to the page
1. Sign in to TMP.
2. Click My Training on the top navigation bar.
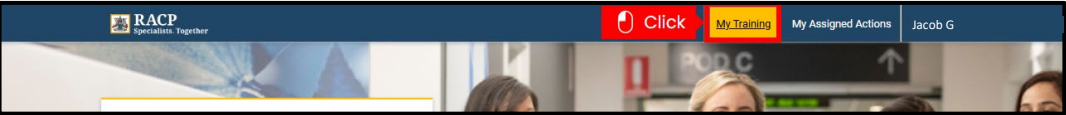
3. Click on the name of your training program
4. Click on the Assessment Requirements tab

5. Scroll down to the Program Level Requirements
6. Click on Case report
7. View details of the requirement type
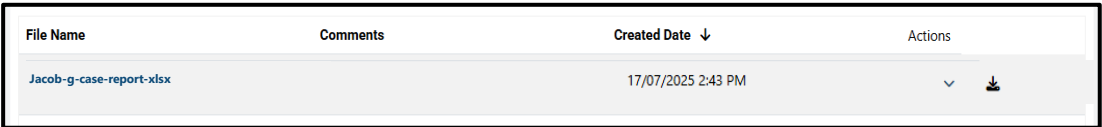8. Click 'Download Template' to save it to your device

Upload the file
9. Scroll down and click **+ Add Requirement**

10. Give it a title and click Save & Next
11. Review details, scroll down and upload a hard copy of the case report cover sheet and case report (using template as per your LTA program)
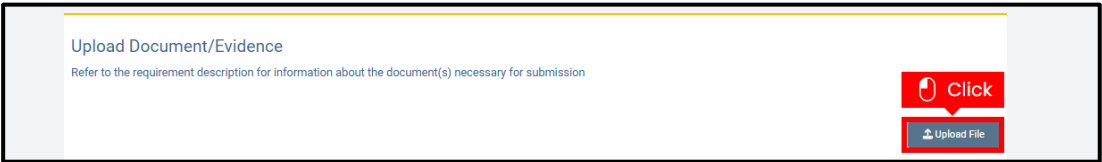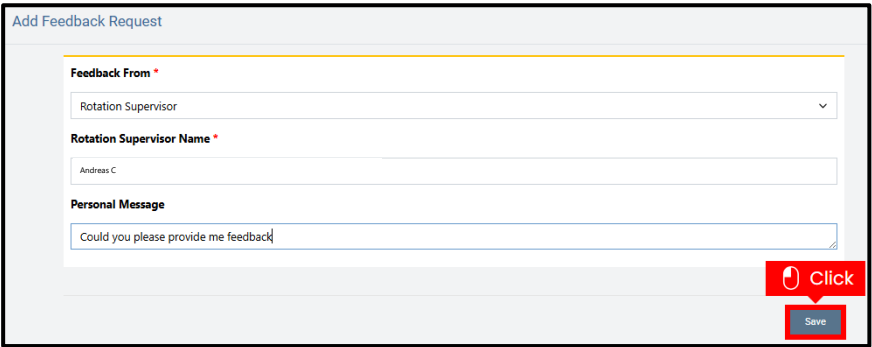

Review and submit
12. Check the document appears under File Name
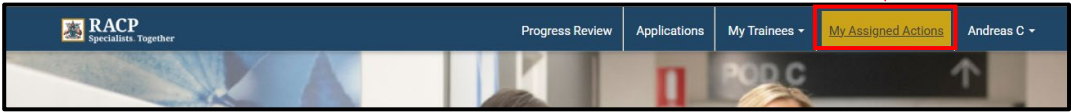

13. Tick declaration
14. Request feedback

15. Click submit. A success message will appear.

RACP Specialists. Together
EDUCATE ADVOCATE INNOVATE
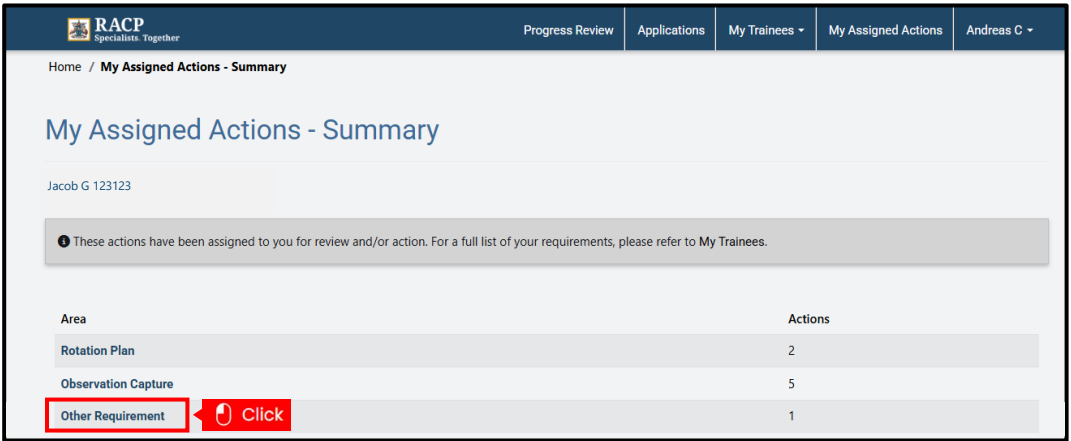
NEW CURRICULA

Supervisor guide

Review a case report

Navigate to the page
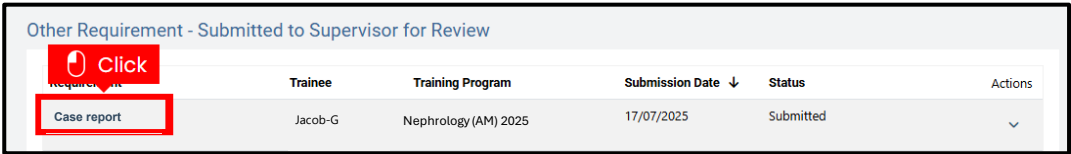1. Sign in to the TMP.
2. Click My Assigned Actions on the top navigation bar.
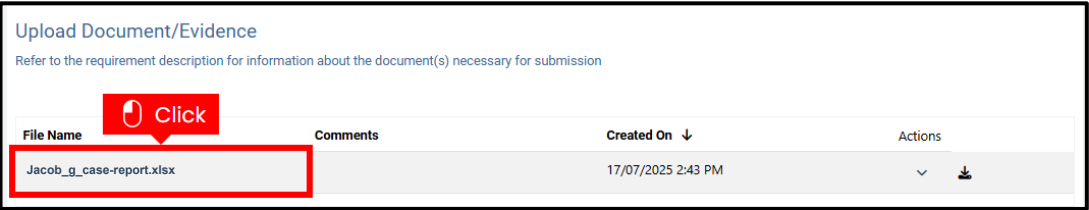
🖱 Click

3. Click Other Requirement

My Assigned Actions - Summary

Home / My Assigned Actions - Summary

My Assigned Actions - Summary

Jacob G 123123

ℹ These actions have been assigned to you for review and/or action. For a full list of your requirements, please refer to **My Trainees**.

Area	Actions
Rotation Plan	2
Observation Capture	5
Other Requirement 🖱 Click	1

4. Click on the requirement name or under the Actions dropdown, click Review

Other Requirement - Submitted to Supervisor for Review

🖱 Click

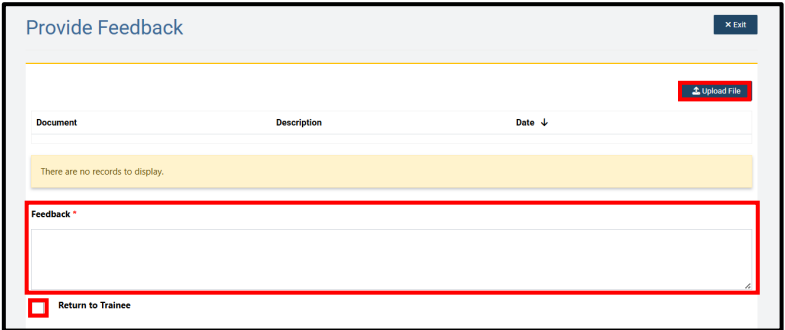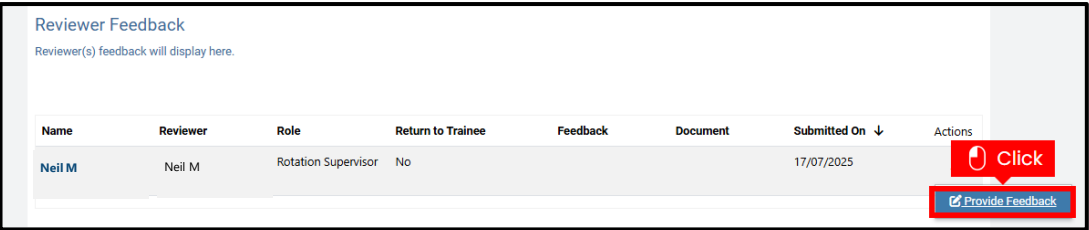| Requirement	Trainee	Training Program	Submission Date ↓	Status	Actions
Case report	Jacob-G	Nephrology (AM) 2025	17/07/2025	Submitted	⌄

Review the report
8. View details of the requirement
9. Scroll down and download the file by clicking the file name or using the download icon

Upload Document/Evidence

Refer to the requirement description for information about the document(s) necessary for submission

🖱 Click

File Name	Comments	Created On ↓	Actions
Jacob_g_case-report.xlsx		17/07/2025 2:43 PM	⌄ 📥

10. Scroll down to Review Feedback and click the Actions dropdown
11. Click Provide Feedback

Reviewer Feedback

Reviewer(s) feedback will display here.

Name	Reviewer	Role	Return to Trainee	Feedback	Document	Submitted On ↓	Actions
Neil M	Neil M	Rotation Supervisor	No			17/07/2025	🖱 Click ✏ Provide Feedback

Provide Feedback

✖ Exit

⬆ Upload File

Document	Description	Date ↓

There are no records to display.

Feedback *

☐ Return to Trainee

12. Upload supervisor review file (if not uploaded by trainee)

13. Provide written feedback

14. Check Return to Trainee if more details are required
15. Click submit. A success message will appear